

HFA Transition Decision Items

HFA FINANCES

HFA Budget

- Decide if HFA will adopt its own budget—on agenda for March 2017 meeting.
- Develop proposed budget by August 2017, for action at September 2017 meeting.
- Establish process for publication of required notices of proposed and adopted budget on HFA website.

System for Payments

- Establish approval process for checks and/or ACH payments.
- Establish process for record keeping of invoices, receipts, and payments.
- Prepare to open checking account October 1, 2017

Accounting

- Establish process for accounting of HFA income and expenses

Audit

- Establish timetable for selection of HFA auditor and required coordination between the auditor and the County

Investments

- Determine if HFA will adopt an Investment Policy, or utilize the “safe harbor” policy in state law.
- Decide where HFA funds will be invested and process to move funds between investment and checking account.

Miscellaneous

- Establish process for payment of Special District renewal notice to HFA

LEGAL

- Determine what activities will still be performed by County Attorney and which by HFA counsel
- Review bylaws of the HFA of Leon County to determine if changes are needed.
- Establish process for presentation of materials to BOCC when needed, such as TEFRA approval of bond issues

HFA PROGRAMS

Old Down Payment Assistance Loans

- Establish process for County staff to notify HFA when funds are received and for transmission of check and information on loan to the HFA

Land Parcels

- As the HFA does not own the land, determine if current process with County Real Estate Division can continue as-is.
- Establish process for payment of property maintenance.

Escambia HFA Home Ownership Program

- Determine ongoing role of County staff in fielding questions from public, program marketing, and quarterly reports.
- Establish process for County staff to notify HFA when funds are received, and for transmission of check and information to the HFA.
- Discuss options with Escambia HFA.

Multi-Family Bond Issues and Local Government Contributions

- Establish process for County staff to notify HFA when funds are received, and for transmission of check and information to the HFA.
- Determine to whom monitoring reports are to be sent.
- Establish process for delivery and review of applications.

Emergency Repair Program

- Draft contract with County for program, including process for selection of recipients, allowable expenditures, and required documentation for payments.

HFA Communications and Website

- Establish process for drafting and presentation of annual report to BOCC
- Determine if HFA will utilize its own website or continue to utilize County website.
- Establish process for coordination with County webmaster, if County to maintain the HFA official website.

ADMINISTRATIVE ACTIVITIES

Procurement

- Establish formal procurement process for professional services, insurance, and other items.

Meeting Logistics

- Determine role of County staff for meeting notices, recording, signature on minutes, attendance records, meeting room set-up, and refreshments

Travel and Conferences

- Determine process for registrations, advances, and reimbursements.
- Determine if HFA will adopt its own travel policy, or utilize the County policy

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